



POSITION DESCRIPTION

CLASSIFICATION TITLE	Analyst	WORK AREA	Fiscal Services/MSBU
CLASS CODE	3004/Nonexempt	EFFECTIVE DATE:	September 12, 2001

FUNCTION Performs analysis and technical work for the Street Lighting section of the Municipal Service Benefit Unit Program.

EDUCATION AND EXPERIENCE Associate's Degree in Accounting or Business Administration and three (3) years' experience in analyzing and researching financial and budget information. *A comparable amount of education, training, or experience may be substituted.*

SPECIAL REQUIREMENTS A background in accounting and budgeting is preferred. Basic knowledge of local government administration, management, budgeting, and financial administration. Knowledge of accounting and bookkeeping principles and practices. Knowledge of research methodology.

Ability to analyze and research property information, recognizes trends, draw conclusions and offer recommendations for improvements. Ability to read legal descriptions of property and read subdivision plats. Ability to establish and maintain effective working relationships with departmental officials and the general public. Ability to use a typewriter/CRT/personal computer to accomplish assigned tasks.

ESSENTIAL FUNCTIONS *Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Coordinates MSBU process for creating or upgrading street lighting districts. Responsible for petition submission and verification. Works with power companies for engineering, installation, and maintenance. Determines proper assessment level for districts based on district rental and maintenance costs for equipment. Drafts pertinent ordinances and resolutions, prepares and schedules appropriate agenda items for Board approval, and conducts public hearings.

Responsible for street lighting ordinance updates, changes, district assessment level maintenance, and street lighting policy recommendations.

Monitors contracts with power companies and audits monthly invoices to verify equipment and fuel and energy rate charges. Maintains equipment inventory for Street Lighting Districts through database system and geographical information system.

Maintains programmatic and financial records for all street lighting districts. Reviews changes in local governmental boundaries to determine changes in street light districts.

Prepares annual budget for street lighting MSBU's. Conducts pre-audits and post-audits on all financial activities. Ensures compliance with State and Local requirements for implementation of the uniform method of collecting assessments on the tax roll.

Assists with updating the MSBU information pamphlet, guidelines and procedures manual, and internet website. Maintains the Street Lighting Operations Manual.

Works closely with other county departments, divisions, constitutional officers and private companies, as well as the general public to provide information and answer questions regarding street light districts.

Serves as liaison between Seminole County and power companies. Performs other duties as assigned.

WORKING CONDITIONS The work environment for this position is a general office setting. The incumbent performs most job duties either sitting at a desk, table or workstation. Incumbents in this position would be exposed to radiant energy from a personal computer.